

3 March 1961

MEMORANDUM FOR: Chief, Document Division

STATINTL

THROUGH : Chief, Control Branch

SUBJECT : Recommendation to Make a Full Bibliographic Entry
on all Nodex-M's.

1. The Typing Unit of the Processing Section is presently making both long and short entries on Source Cards for Nodex-M's. The decision for a full or short entry has been made as each new procedure was decided upon. Over a period of time this has resulted in some confusion to typists as to what categories require a short or long entry. Some recurring Defense Agency documents which are filmed, but nodexed, are required to have a full source card and are batched as a Special Nodex; e.g., Army Batch No. 06-14-50 Special Nodex. This tells the typist that a full source card is needed.

2. In order to make the processing of Nodex-M's less complex it is recommended all such documents receive a full bibliographic entry. It is acknowledged that this will increase the work load of the Typing Unit, but this added typing is not considered beyond the capacity of the current personnel.

STATINTL

Chief, Processing Section

Attachment

List of items requiring a short
or long entry.

STATINTL

Concurrence

Chief, Analysis Branch

STATINTL

Approval

Chief, Document Division

Items requiring a short entry

Regular Nodex

Army Nodex-M

Navy Nodex-M

State Nodex-M

USIA Nodex-M

Special (nodexed after batching)

Items requiring a long entry

Regular Index

CIA Nodex-M's

Special Nodex-M's (batched as such)

Air Nodex-M's

IPI Finished Intelligence

State Nodex w/Single Copy Enclosure

Army ACRAPAC Translations

Agricultural Translations

Plant & Veterinary Sciences Translations

Unclassified Translations